

Invitation to Tender

Construction of WASH facilities at health and nutrition facilities in Khartoum and Al Jazeera States

Tender reference	ITT-SUD-KHT-2026-004
Procurement dossier	SUD-KHT-2026-004
Contracting authority	Muslim Aid, Sudan Country Office, Port Sudan
Procedure	Open national tender, under procurement waiver WVR-SUD-KHT-2026-004
Lots	Three Lots: Lot 1 latrines, Lot 2 water storage and supply, Lot 3 water pumps
Project reference	2026-61, funded by Muslim Aid UK
Purchase request	PR_WASH_2026_9-01
Issued	7 October 2026
Deadline for offers	21 October 2026 at 16:00 Sudan time
Opening session	22 October 2026 at 10:00, Muslim Aid Port Sudan office

Muslim Aid is completely against fraud, bribery and corruption

Muslim Aid does not charge for tender documents and does not ask for money or any favor in exchange for a contract. If you are approached for money or any other favor, or you suspect fraud, bribery or corruption, report it to whistleblowing@muslimaid.org with as much detail as you can give. Reports may be made anonymously and will not affect the assessment of your tender.

1. Invitation

Muslim Aid invites tenders from qualified and registered companies for the construction of latrines and the supply and installation of water storage and pumping equipment at health and nutrition facilities in Khartoum State and Al Jazeera State.

The requirement is divided into lots. Tenderers may bid for one lot, several lots or all of them. Each lot is evaluated separately and Muslim Aid may award different lots to different suppliers.

Lot	Description	Quantity	Locations
1	Construction of gender-segregated, disability-accessible VIP latrine units, including all materials, labor, site works and supervision	23 units	23 facilities — per Annex L
2	Supply and installation of elevated water storage tanks of 1,000 liters with piping and tap connections	23 units	The same 23 facilities — per Annex L
3	Supply, delivery and installation of surface water pumps of 0.5 HP, with basic operation and maintenance training for facility staff	10 units	10 different facilities — per Annex L

Quantities, specifications and drawings are at Annex K, and the priced bill of quantities at Annex G. Where this document and an annex disagree, this document takes precedence.

2. About Muslim Aid

Muslim Aid is an international humanitarian agency working in 17 countries, dedicated to relieving the suffering of the poorest and most marginalized. Muslim Aid is non-denominational, non-governmental and non-political. Further information is at www.muslimaid.org.

3. Timetable

Stage	Date
Invitation to tender published	7 October 2026
Deadline for clarification questions	16 October 2026 at 16:00 Sudan time
Answers to all clarifications circulated to every bidder	19 October 2026
Deadline for receipt of offers	21 October 2026 at 16:00 Sudan time

Stage	Date
Opening session	22 October 2026 at 10:00, Muslim Aid Port Sudan office
Anticipated notification of award	29 October 2026
Anticipated contract start	3 November 2026

Muslim Aid may amend this timetable. Any amendment is published on Sudanbid.com, where the tender pack is issued, and companies are responsible for checking there before the closing date.

4. Instructions to tenderers

4.1 Language, currency and validity

- 4.1.1** Tenders must be in English. Certificates in Arabic are accepted, with a translation of the key details.
- 4.1.2** All prices must be in USD. Prices in any other currency may be rejected.
- 4.1.3** Prices must include everything: materials, labor, supervision, transport, loading and offloading, government fees, taxes and duties, with a clear breakdown. A cost not declared and later imposed is treated as a condition of default.
- 4.1.4** Tenders must remain valid for 90 days from the closing date. Muslim Aid may ask for an extension; a tenderer may decline and Muslim Aid will seek written confirmation of the decline.

4.2 Clarifications

- 4.2.1** Requests for clarification must be in writing to hani.mohamed@muslimaid.com and received by the date in section 3. Later requests are not answered.
- 4.2.2** Every question and answer is circulated to all bidders without identifying who asked. Do not include commercially sensitive information in a clarification request.
- 4.2.3** No other communication about this tender should be made with any Muslim Aid staff member during the tender period. Unsolicited approaches may lead to disqualification.

4.3 Submission by hand or courier

- 4.3.1** Offers may be submitted by hand or courier in sealed envelopes, or electronically under 4.4. Either route is acceptable and neither is preferred.

Envelope	Marking and contents
Outer envelope	ITT-SUD-KHT-2026-004 / Construction of WASH facilities / Lot(s) [state which] / [name of company] / NOT TO BE OPENED BEFORE THE OPENING SESSION
Inner envelope 1	TECHNICAL OFFER and Annexes A, B, C, D, E, F, H, I and all supporting certificates. This envelope must contain NO PRICES.
Inner envelope 2	FINANCIAL OFFER and Annex G, the priced bill of quantities for each lot, signed and stamped.

- 4.3.2** Envelopes may be delivered to the following address, during working hours, Sunday to Thursday, 09:00 to 16:00. The office is closed at weekends and on public holidays.

Office	Address
Khartoum	Muslim Aid, Al Thawra, Al Hara 10, Omdurman, Khartoum State

- 4.3.3** The office holds a sealed tender box. A receipt is issued at the point of delivery. No envelope is opened there.
- 4.3.4** Envelopes are transferred from the Khartoum office to Port Sudan unopened, in a sealed transfer bag, signed by two staff members and with the seal number recorded on the register. The opening session is held no earlier than three working days after the deadline so that this transfer can be completed.
- 4.3.5** Envelopes found open or inadequately sealed at the opening are rejected.

4.4 Submission by email

- 4.4.1** Offers may be emailed to hani.mohamed@muslimaid.com. The subject line must read: ITT-SUD-KHT-2026-004 / [company name] / Lot(s) [state which].

Format and size

Requirement	Rule
File format	All documents as PDF. The priced bill of quantities must be submitted BOTH as Excel and as a signed PDF. Where the two differ, the signed PDF governs.

Requirement	Rule
Not accepted	Executable files, self-extracting archives, and links to documents held in cloud storage. A link can be edited after the deadline and is not a submission.
Maximum size	15 MB per email. A bidder may send up to three emails, each numbered in the subject line as 1 of 3, 2 of 3 and so on.
Encryption	The technical offer and the financial offer must be sent as two separate password-protected files, with a different password for each.

Passwords

- 4.4.2** Do not send passwords with the offer, in the email body, in a separate email, or at any time before they are requested. An offer whose passwords are supplied before they are requested may be rejected.
- 4.4.3** Muslim Aid requests the technical password in writing after the deadline has passed, and the financial password only after the technical evaluation is complete and signed.
- 4.4.4** A password is requested once. The bidder has 24 hours to reply. Where no working password is received within that time the offer cannot be evaluated and is rejected.

Timing, receipt and late offers

- 4.4.5** The time recorded is the time the email is received by Muslim Aid's mail server, not the time it was sent. An offer received after the deadline is late, is not opened, and its password is never requested.
- 4.4.6** Muslim Aid acknowledges every emailed offer within one working day, stating the date and time recorded. This acknowledgement is the electronic equivalent of a receipt. A bidder who has not received an acknowledgement should assume the offer did not arrive and contact us before the deadline.
- 4.4.7** Delivery is at the bidder's risk. Proof of sending is not proof of receipt. A bounced, delayed or undeliverable email is the bidder's responsibility.

Corrupted or unreadable files

- 4.4.8** Where a file received before the deadline cannot be opened, the committee requests the identical file once, at the opening session, and records the request in the opening report. The bidder has 24 hours to reply.
- 4.4.9** The replacement file must carry the same file name and the same file size as the original. Any difference means the offer is rejected. This protects every bidder against a substituted offer.

Failure of Muslim Aid's systems

- 4.4.10** Where the Muslim Aid mailbox or mail system is unavailable for more than four continuous hours during the 48 hours before the deadline, the deadline is extended by one working day. The extension is published on Sudanbid.com and sent to every company that has contacted Muslim Aid about this tender.

General

- 4.4.11** Any price appearing in the technical envelope or the technical file will result in rejection of the offer.
- 4.4.12** Every document must be legible, complete, signed and stamped. An unreadable or incomplete document is treated as not submitted.

4.5 Bid security

- 4.5.1** No bid security or earnest money is required for this tender. Muslim Aid has considered it and concluded that in the current Sudanese banking environment the requirement would exclude capable local contractors without materially reducing our risk.
- 4.5.2** Muslim Aid is protected instead by the 90 day bid validity and the undertaking to sign, by the removal from the approved supplier list set out at 4.6.2, by the retention described at section 8, and by clause 36 of the Muslim Aid terms and conditions, under which Muslim Aid may require a bank guarantee before the contract starts.

4.6 Withdrawal, alteration and ownership

- 4.6.1** A tenderer may withdraw or replace an offer in writing before the deadline. Nothing may be altered after it.
- 4.6.2** A tenderer who withdraws an offer during the validity period, or who declines to sign a contract after being awarded one, will be removed from the Muslim Aid approved supplier list for 24 months and will not be invited to tender during that period.
- 4.6.3** All offers become the property of Muslim Aid and are not returned. Samples are returned or made available for collection.

4.7 Costs, conflicts and confidentiality

- 4.7.1** Muslim Aid does not reimburse the cost of preparing or submitting a tender.

4.7.2 Any conflict of interest, including any family relationship with a Muslim Aid staff member, must be declared at Annex D. A conflict that emerges later and was not declared will result in disqualification or termination.

4.7.3 Tenderers must disclose all information relevant to a fair evaluation. Withholding it, or misleading the evaluation team, will result in disqualification.

4.8 Muslim Aid's rights

4.8.1 Muslim Aid is not bound to accept the lowest or any tender, and may cancel the procedure at any stage without liability.

4.8.2 Muslim Aid may award lots to different suppliers, and may award part of a lot where that represents better value.

4.8.3 Muslim Aid reserves the right to hold a second round. Where it does, the shortlisted bidders are invited to submit a best and final offer. A second round improves an existing offer; it does not replace it, and nothing in the original offer may be added, removed or varied.

4.8.4 Where fewer than three compliant offers are received, Muslim Aid may void the procedure and either redefine the requirement or move to a negotiated procedure with the compliant bidders.

4.8.5 Muslim Aid may seek clarification or verification of any information, including references and site inspections. Information supplied is contractually binding.

4.8.6 Subcontracting requires prior written approval, with full details of the proposed subcontractor. Muslim Aid may refuse any subcontractor.

4.9 Quantities and origin

4.9.1 Muslim Aid may increase or decrease the quantity of any line by up to 20 per cent at the unit rates tendered, without any change to those rates.

4.9.2 No rule of nationality or origin applies to the tenderer. Goods must be new, of merchantable quality and lawfully imported where imported. Tenderers must state the country of origin of the principal goods offered.

4.10 Terrorism, sanctions and conduct

4.10.1 Muslim Aid does not transact with any individual or entity associated with terrorism, or subject to relevant international sanctions or exclusion orders. Submission of a tender is a warranty that neither the tenderer nor any affiliate or controlled subsidiary is so associated or subject.

4.10.2 Tenderers must sign the code of conduct and anti-bribery declaration at Annex E. Muslim Aid has a zero-tolerance policy on fraud, bribery and corruption, and on any form of exploitation, abuse or harassment.

5. Eligibility and essential criteria

These are pass or fail. An offer that fails any applicable essential criterion does not proceed to evaluation. Criteria differ by lot.

Essential criterion	Lot 1	Lot 2	Lot 3
Certificate of business registration in Sudan, valid	Required as an engineering or construction company	Required as a trading or supply company	Required as a trading or supply company
Tax identification number and VAT certificate, as applicable	Required	Required	Required
Two comparable contracts in the last three years, with client, value, location and dates	Required / latrine or small works construction	Required / supply and installation of water equipment	Required / supply and installation of water equipment
Financial standing: audited or certified accounts, twelve months of bank statements, bank solvency letter	Required	Required	Required
Detailed work plan and program with a clear time frame	Required	Required	Required
Priced bill of quantities complete, with no blank lines	Required	Required	Required
All tender forms and declarations completed, signed and stamped	Required	Required	Required
Acceptance of Muslim Aid terms and conditions and the IAPG supplier guidelines	Required	Required	Required

Where audited accounts cannot be obtained, Muslim Aid accepts certified accounts supported by twelve months of bank statements and a letter of solvency from the tenderer's bank. This reflects the Sudanese market and is not a relaxation of the financial standing test.

6. Award criteria

Offers passing the essential criteria are scored out of 100. Technical and financial are evaluated in that order: the financial offer is opened only for tenderers reaching the technical threshold.

Criterion	Points	How it is assessed
Technical capability and quality of the work plan	25	Method statement, program, quality control, supervision, understanding of the sites
Relevant experience	15	Comparable contracts completed, client references, work of similar type and scale
Delivery or completion program	10	Realistic program against the required dates in Annex K
Financial standing and capacity	10	Ability to carry the contract to completion, from accounts, bank statements and turnover
TECHNICAL SUBTOTAL	60	Minimum 36 points required to proceed to financial evaluation
Price	40	Inverse proportion, as below
TOTAL	100	

Price score = $40 \times (\text{lowest compliant price} \div \text{this tenderer's price})$. The lowest compliant price receives the full 40 points and every other offer receives proportionally fewer. The capability 60 / price 40 split is the weighting Muslim Aid applies to services and construction works.

Scores of 0 to 5 are awarded against written benchmarks and converted to the weightings above. Prices are compared on a full cost basis including all fees, taxes and duties.

7. Opening and evaluation

- 7.1** A Procurement Committee was constituted before this tender was issued and agreed the criteria, weightings and timetable in advance.
- 7.2** Offers are opened by the committee at the time and place in section 3. A tender opening report is completed and signed.
- 7.3** One authorized representative of each tenderer may attend. To attend, send written notice signed by an authorized officer to hani.mohamed@muslimaid.com at least 48 hours in advance, naming the person attending.
- 7.4** Administrative compliance is checked first, as pass or fail. Technical offers are then scored. Financial offers are opened only for those reaching the technical threshold.
- 7.5** Clarifications may be sought in writing during evaluation. A reply may not materially change the offer. Failure to reply by the deadline given may cost marks or lead to disqualification.
- 7.6** Reference checks, and where appropriate a site visit, and supplier vetting are completed before any award.
- 7.7** All tenderers are notified of the outcome on the same day. Unsuccessful tenderers may request a summary of why their offer was not selected.

8. Contract, delivery and payment

- 8.1** The successful tenderer enters into a contract incorporating the Muslim Aid standard terms and conditions at Annex J, the technical specification, and the priced schedule submitted.
- 8.2** Payment is by bank transfer within 30 days of satisfactory completion of a milestone and receipt of correct documentation. Payments are linked to physical progress against the milestones in the contract.
- 8.3** For Lot 1, a retention of 10 per cent of each payment is held and released on completion of a defects liability period of six months from practical completion and handover. For Lots 2 and 3, a retention of 5 per cent is held for three months from installation and commissioning.
- 8.4** Liquidated damages apply for late completion as set out in the standard terms and conditions.
- 8.5** Delivery is during working hours, with prior notice. The supplier bears the cost and risk until the goods are accepted.

- 8.6** Goods and works are inspected on delivery or completion. Acceptance is recorded on a goods received note or a certificate of service completion. Acceptance of a delivery does not waive any later claim for a latent defect.
- 8.7** Where a delivery does not conform to the specification, Muslim Aid may reject it in whole or in part, require replacement or correction at the supplier's cost within a stated period, or terminate. Non-conforming goods are held at the supplier's risk and cost.
- 8.8** Muslim Aid may appoint a third party to carry out random quality inspection at its own cost. Where a quality default is found, the cost of that inspection is charged to the supplier in addition to any liquidated damages.
- 8.9** Any contract arising may be financed by one or more donors, who and whose agents hold rights of access to Muslim Aid and its suppliers for audit purposes.

Annexes

Annex	Title	Returned?
A	Submission checklist	Yes — technical
B	Company details	Yes — technical
C	Declaration on personal and legal circumstances	Yes — technical
D	Conflict of interest declaration	Yes — technical
E	Code of conduct and anti-bribery declaration	Yes — technical
F	Technical offer format	Yes — technical
G	Financial offer: priced bill of quantities per lot (Excel workbook)	Yes — FINANCIAL only
H	References	Yes — technical
I	Supplier registration form	Yes — technical
J	Standard terms and conditions	Signed and returned
K	Technical specification, drawings and designs (3 drawing sheets issued separately)	For information
L	Site information and access	For information

Annexes A to F and H · Tender response forms

Annex A submission checklist, Annex B company details, Annex C declaration on personal and legal circumstances, Annex D conflict of interest declaration, Annex E code of conduct and anti-bribery declaration, Annex F technical offer format, and Annex H references are issued as one separate document, Tender response forms, under procurement dossier SUD-KHT-2026-004.

Complete every annex in that document, sign and stamp where indicated, and return it in the technical envelope or file. No price may appear in it.

Annex G · Financial offer — priced bill of quantities

Issued as a separate Excel workbook under the same dossier reference. Enter a rate against every item of each lot you are bidding for. Lot 1 is priced for one latrine unit and the workbook multiplies by 23. Return it in the FINANCIAL envelope or file only, as the Excel workbook and as a signed PDF.

Annex I · Supplier registration form

Issued as a separate file under the same dossier reference. Complete and return it with the technical offer. A supplier cannot be awarded a contract until registration and vetting are complete.

Annex J · Terms and conditions

The Muslim Aid purchase terms and conditions and the IAPG guidelines for suppliers are issued with this pack. Sign, stamp and return them with your technical offer. Submission of a tender constitutes acceptance of these terms.

Annex K · Technical specification, drawings and designs

The design is fixed. Tenderers price the design as issued and may not substitute materials, dimensions or specification without written approval from Muslim Aid before the closing date.

Drawings. Three sheets are issued with this invitation as VIP-LATRINE-SUD-KHT-2026-004: plan, sections and elevations, and door, window and finishes schedule. The latrine is a two-room unit of 4.000 m by 3.400 m overall, brick walls on strip foundation over a lined pit, with a reinforced concrete roof slab, an access ramp and mastaba, and one of the two cubicles configured for wheelchair access with a grab rail and a wider door leaf.

Specification for Lot 1. The full specification is the bill of quantities at Annex G read together with the drawings. It covers site clearance and setting out; excavation and backfill; plain and reinforced concrete of grades 15, 25 and 30 with formwork; red brick masonry in cement sand mortar; powder-coated steel doors DS01 and DS02 and aluminum louvred window WG01; internal and external cement sand plaster and weatherproof polyurethane paint; UPVC waste and vent pipework; sanitary fixtures; PPR hot and cold water pipework; wall-type supply fans; lighting, switching and disconnect; a soak away pit of 2,500 mm by 1,500 mm; handrails to the ramp; and signage.

Specification for Lot 2. Overhead water storage tank of 1,000 liters, Tiga type or approved equal, mounted on a supporting structure above the latrine roof, complete with supporting steelwork, fixings, inlet and outlet connections, and all pipework, valves and tap connections to give a complete and working installation.

Specification for Lot 3. Surface water pump of 0.5 HP, Petro Italian brand or approved equal, complete with electrical connection and control, pipework and commissioning, and basic operation and maintenance training for facility staff. Manufacturer's warranty of not less than 12 months from handover.

Where a brand is named, an equivalent product of equal or better performance is acceptable. The tenderer must state the alternative in the technical offer and provide evidence of equivalence. An alternative offered without that evidence is assessed on the evidence given, which may be none.

Quantities are Muslim Aid's measured quantities from the approved design. Tenderers are responsible for satisfying themselves that the quantities are consistent with the drawings before pricing, and must raise any discrepancy as a clarification before the deadline in section 3.

Annex L · Site information and access

Issued as a separate workbook under the same dossier reference. It lists all 33 facilities by state, locality and name, and marks which lot each one receives. Lots 1 and 2 are delivered at the same 23 facilities. Lot 3 is delivered at 10 facilities that receive no latrine and no tank. The quantities in section 1 govern: 23 latrines, 23 water tank installations and 10 water pumps. Muslim Aid is not organizing a group site visit. Tenderers are responsible for satisfying themselves as to access, ground conditions and any existing water source at each location before pricing, and may arrange their own inspection.